

Substance Abuse and Crime Prevention Act of 2000 (SACPA) County Plan Guidelines

April 27, 2001

The purpose of this document is to provide guidance in completing the County Plan Preprint and the SACPA Fiscal Planning Form. While the Preprint questions are self explanatory, and the SACPA Fiscal Planning Form contain specific line item instruction for completion, there are some requirements of plan completion you may wish to note as the plan is prepared:

1. Omitting information or providing incomplete responses will delay the approval process for your plan. It is strongly recommended that counties use the county plan preprint (Enclosure B) provided with these guidelines to assure complete and accurate county plan submissions.
2. **The SACPA Fiscal Planning Form (Enclosure C) provided with these guidelines is required.** The data captured on these forms may be submitted via the web, beginning May 7, 2001. It is strongly recommended that counties provide the required fiscal data via the web, as the tool is automated.
3. The amount reflected on the SACPA Fiscal Planning Form cannot exceed the SACPA fiscal year allocation amount for your county and the excess fund rollover amount.
4. Updates to the plan are required whenever the county proposes to make a singular or cumulative shift of ten percent or more between county entities or types of services or between services and administrative costs [**reference: Section 9515(e) Title 9, CCR**].
5. If there has been a change from the initial Board of Supervisors lead county designation provided to ADP, a copy of the county Board of Supervisors resolution, minutes, order, motion, or ordinance that identifies the lead county agency responsible for the administration of funds. A sample resolution to designate a county lead agency is available on the ADP web site at www.adp.ca.gov.
6. Included is a sample Board of Supervisors resolution denoting county plan approval. If the county has delegated approval authority to the lead agency, the documentation must be included in the county submission. A sample Board of Supervisors resolution delegating plan approval follows. These sample formats will be available on the ADP web site at www.adp.ca.gov.
7. When providing a brief narrative description of how the county will provide and fund services to SACPA clients (item 5 of the Preprint), the county should

address the provider/services network in the county, the funding mechanisms to be used at the local level, and the client flow of a SACPA client through the service delivery system.

-Sample-

Board of Supervisors Resolution
Substance Abuse and Crime Prevention Act of 2000
County Plan and Funding Request for
Fiscal Year 2001-2002

April 27, 2001

Be it resolved that the Board of Supervisors of the County of _____
hereby:

Approves the county plan, completed pursuant to §9515, Title 9, California Code
of Regulations, by (name of Designated Lead Agency).

Assures that the County of _____ shall comply with the
provisions of the Substance Abuse and Crime Prevention Act of 2000 and the
California Code of Regulations, Division 4, Chapter 2.5; and

Assures that the County of _____ has established and
maintains a trust fund; and

Assures that the County of _____ shall deposit all funds
received into that trust fund.

-Sample-

Board of Supervisors Resolution
Substance Abuse and Crime Prevention Act of 2000
County Plan and Funding Request for
Fiscal Year 2001-2002

April 27, 2001

Be it resolved that the Board of Supervisors of the County of _____
hereby:

Delegates approval authority of the county plan, completed pursuant to §9515,
Title 9, California Code of Regulations, to (name of Designated Lead Agency).
Delegation of approval authority is made in accordance with §9515(3), Title 9,
California Code of Regulations.

This delegation shall remain in full force and effect until (specify date of
expiration or event or condition).